

TD Small Business Loan Application Checklist



We're ready to help your business grow, let's review what you'll need to get started.

First, these are required documents for every loan request.

- Completed & Signed TD Bank Small Business Loan Application
For total business lending exposure of \$100,000 or less, apply in about 15 minutes with our [TD Online SB Loan Application](#)
- Personal Financial Statement for each owner with 10% or more ownership (not required for loans to Non-Profits or loans that are fully secured by a TD Business account)

Next, let's review your Total Business Lending Exposure at TD Bank:

How much are you looking to borrow? \$: _____

Do you have a TD Business Term Loan, Lease, Time Note or Commercial Mortgage?
If yes, list your **total balances** with these loans (do not include personal loans): \$: _____

Do you have a TD Business Credit Card or Small Business Line of Credit?
If yes, list your **total maximum credit limit** with these lines (do not include personal lines): \$: _____

Do you have other business exposure not listed above, such as an ACH line or letter of credit?
If yes, list your **total maximum credit limit** with these lines (do not include personal lines): \$: _____

Your projected total business lending exposure is: \$:

Based on your total business lending exposure, review additional required financial documents.

| For total business lending exposure: | Required Financial Statements for Borrower, Entity Guarantor(s) and each Personal Guarantor |
|---|---|
| <input type="checkbox"/> \$100,000 or less: | No tax return or financial statements are required at the time of application. |
| <input type="checkbox"/> Over \$100,000 to \$150,000: | One (1) Year Business Federal Tax Return (complete with all schedules) or Independent Accountant Prepared Financial Statement |
| <input type="checkbox"/> Over \$150,000 to \$250,000: | Two (2) Years Business Federal Tax Returns (complete with all schedules) or Independent Accountant Prepared Financial Statements & One (1) Year Personal Federal Tax Return (complete with all schedules) <i>Note: Interim YTD Business Financial Statement (balance sheet & income statement) required if application date is more than 6 months beyond fiscal year end date.</i> |
| <input type="checkbox"/> Greater than \$250,000: | Three (3) Years Business Federal Tax Returns (complete with all schedules) or Independent Accountant Prepared Financial Statements & Two (2) Years Personal Federal Tax Returns (complete with all schedules) <i>Note: Interim YTD Business Financial Statement (balance sheet & income statement) required if application date is more than 6 months beyond fiscal year end date.</i> |

Is your request for a line of credit to obtain working capital?

- Credit requests with a total business exposure greater than \$150,000 require an Accounts Receivable aging report

Is your request for commercial real estate?

- Owner Occupied & Investment: Copy of Purchase and Sales Agreement or Bill of Sale
- Investment Only: Schedule of Real Estate Owned (Rent Roll) for all requests and Corresponding Leases for Total Business Exposure greater than \$150,000

Is your request for vehicle or equipment financing?

- Invoice or Bill of Sale

Is your business a start-up, religious organization or homeowner condominium association?

- Start Ups: Business plan, including financial projections
- Religious Organizations or Homeowner Condominium Associations: Additional business questionnaires (please consult your TD Banking Specialist)

TD Bank Small Business Loan Application



Ready to grow your business? We're here for you.

Online: For borrowing needs of \$100,000 or less, apply in about 15 minutes with our [TD Online SB Loan Application](#)

In-Person: If you decide to complete this application by paper, drop it off at any TD Bank location or speak with a TD Banking Specialist

By Phone: Call us at 1-855-278-8988 from 8:30AM to 5PM Monday through Friday to speak with a TD Small Business Specialist for any questions

Purpose: Tell us about why you need lending for your business.

| | | | | |
|---|---|--|---|---|
| Short Term Working Capital: <input type="checkbox"/> Gap in Accounts Receivables <input type="checkbox"/> Purchase Inventory <input type="checkbox"/> Support Growth <input type="checkbox"/> Cover Payroll <input type="checkbox"/> General or Seasonal Expenses | Permanent Working Capital: <input type="checkbox"/> General or Capital Expenditure <input type="checkbox"/> Refinance or Consolidate Debt <input type="checkbox"/> Purchase an Existing Business <input type="checkbox"/> Business Improvements <input type="checkbox"/> Start Up | Vehicle or Equipment: <input type="checkbox"/> Purchase Vehicle <input type="checkbox"/> Refinance Vehicle <input type="checkbox"/> Purchase Equipment <input type="checkbox"/> Refinance Equipment Describe Item: _____ | Commercial Real Estate: <input type="checkbox"/> Purchase Real Estate <input type="checkbox"/> Refinance Real Estate | Letter of Credit: <input type="checkbox"/> Standby <input type="checkbox"/> Import or Export Trade |
|---|---|--|---|---|

Product: Tell us which loan product(s) will help you meet your business needs.

| | | | | |
|---|---|---|---------------------------|-----------------|
| <input type="checkbox"/> New loan | <input type="checkbox"/> Increase | <input type="checkbox"/> Modification (excluding rate & fee changes) | Existing TD Loan #: _____ | Describe: _____ |
| Lines: <input type="checkbox"/> Line of Credit Amount: _____ | Loans: <input type="checkbox"/> Term Loan (Up to 5 years) Amount: _____ Term: _____ <input type="checkbox"/> Healthcare Practice (Up to 10 years) Amount: _____ Term: _____ <input type="checkbox"/> Express Lease (Up to 7 years) Amount: _____ Term: _____ <input type="checkbox"/> Letter of Credit Amount: _____ <input type="checkbox"/> Time Note (Up to 90 days) Amount: _____ | Commercial Real Estate Loans: <input type="checkbox"/> CREM (Up to 20 years) Amount: _____ Purchase Price: _____ Fixed Rate: <input type="radio"/> 3 years <input type="radio"/> 5 years Amortization: <input type="radio"/> 10 years <input type="radio"/> 15 years <input type="radio"/> 20 years Notes: _____ | | |
| Treasury: <input type="checkbox"/> ACH Credit Amount: _____ <input type="checkbox"/> ACH Debit Amount: _____ | | | | |

Would you like to apply for a TD Business Overdraft Protection Line of Credit?

Yes No TD Business Checking Account #: _____

If your request for overdraft protection is approved, you may enter into TD Bank's Small Business Overdraft Protection Agreement.

Would you like Auto Pay from a TD Business Checking account? This provides a loan rate discount, if approved.

If you would like to set up automatic payment deduction with another financial institution please discuss your needs with your TD Banker prior to loan closing.

Yes No TD Business Checking Account #: _____ I do not have a TD Business Checking Account. If approved, I would like to open one.

Business Information (Applicant/Borrower)

The following information provides us details about the background of your business. Please reference your business tax returns for accuracy.

| | | | |
|--------------------------------------|---|--|-----------|
| Business Name: | DBA: | Business TIN#: | |
| Street Address: (no P.O. Boxes) | City: | State: | Zip Code: |
| Mailing Address: (if different) | City: | State: | Zip Code: |
| Primary Contact: | Email: | Phone #: | |
| Legal Structure: | <input type="radio"/> Business Individual <input type="radio"/> Sole Proprietor <input type="radio"/> LLC <input type="radio"/> LLP <input type="radio"/> General Partnership <input type="radio"/> Partnership Limited <input type="radio"/> C-Corp <input type="radio"/> S-Corp <input type="radio"/> Non-Profit <input type="radio"/> Other: | | |
| Industry Type: | <input type="radio"/> Agriculture <input type="radio"/> Construction <input type="radio"/> Franchise <input type="radio"/> Healthcare <input type="radio"/> Manufacturing <input type="radio"/> Retail <input type="radio"/> Service <input type="radio"/> Wholesale <input type="radio"/> Other: | | |
| Nature of the business: | State of Incorporation: | Date Established: (MM/YY) | |
| Total TD Business Checking Balances: | Other Business Checking Bank Relationships: | Total Balances Transferring to TD Business Checking: | |
| List any affiliated companies: | Number of Employees after Financing: | | |

Business Financials: Provide business income as reported on your most recent tax return within the past 18 months.

| | | | | |
|------------------------------------|-------------------------|--------------------|-----------------------------|----------------------|
| Filed taxes in the past 18 months? | Income as of Month-Day: | Income as of Year: | Gross Annual Sales Revenue: | Business Net Income: |
|------------------------------------|-------------------------|--------------------|-----------------------------|----------------------|

Collateral to Secure Your Small Business Lending Request

Only select the form(s) of collateral that is being used to secure your business loan request(s).

For Working Capital requests with total aggregate exposure less than or up to \$150,000, TD Bank will file a Blanket Lien on Business Assets.

| Collateral | Type of Collateral | Current Value (\$) | Current Lien (\$) | Describe Collateral |
|---|--|--------------------|-------------------|---------------------|
| <input type="checkbox"/> TD Bank Cash | <input type="radio"/> CD <input type="radio"/> Savings | | | |
| <input type="checkbox"/> Equipment to be purchased | <input type="radio"/> New <input type="radio"/> Used | | | |
| <input type="checkbox"/> Inventory | As of: | | | |
| <input type="checkbox"/> Accounts Receivable | As of: | | | |
| <input type="checkbox"/> Existing Equipment | As of: | | | |
| <input type="checkbox"/> Owner Occupied Real Estate | <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Mixed Use | | | Address: _____ |
| <input type="checkbox"/> Investor Real Estate | <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Mixed Use | | | Address: _____ |

Declarations: The following questions are required to process your Small Business Lending request

Please provide details on an additional page to any question(s) with a 'YES' response.

- Yes No **1.** Is the applicant party to any lawsuit or subject to outstanding judgments?
- Yes No **2.** Is the applicant party to taxes or credit obligations past due? Amount: \$ _____ Payable to: _____
- Yes No **3.** Has the applicant ever filed personal bankruptcy or served as an officer in a company that declared bankruptcy?
- Yes No **4.** Is the applicant a political party, a campaign, a candidate, a public official or foreign political official or an immediate family member of such an official, or a business entity formed by or for the benefit of any public official?
If yes, name, relationship and name of official: _____
- Yes No **5.** Is the applicant or any owner an employee of TD Bank, N.A. or one of its affiliates?
If yes, name, relationship and name of employee: _____
- Yes No **6.** Is the applicant engaged in Internet Gambling?
If yes, what type of Internet Gambling does the applicant participate in? _____

Representations, Acknowledgments and Agreements

The undersigned certifies, acknowledges and agrees that: (i) the applicant intends to apply for credit for the purpose indicated in this application, (ii) all information provided in this Application, Addendum and in any attachment and supporting documentation is true accurate and complete and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (iii) the applicant's intent is to apply for business purpose credit and such credit will not be used for personal, family, or household purposes, (iv) submission of this application does not create a commitment to lend, (v) the applicant and any guarantor may be required to submit additional information to process this application, (vi) the Lender and any of its agents are hereby authorized to obtain and use any information (including consumer credit reports and any investigative consumer reports on any individual who is an applicant or proposed guarantor) and/or to make employment or other inquiries deemed appropriate by the Lender in connection with this application and in connection with any account update, renewal, extension or review, it being understood that an electronic image of the application will also serve as authorization, (vii) the Lender may report information about any account to credit bureaus and others who may properly receive that information; late payments, missed payments, or other defaults on any account may be reflected in any applicant's or any guarantor's credit reports, (viii) the undersigned has a right to ask if their consumer credit report was requested, and if such a report was requested, and if the undersigned asks, will be informed of the name and address of the consumer reporting agency that furnished such report and (ix) Lender is hereby authorized and requested to share the information provided on this application and the results of any investigation of the credit and financial condition of each applicant and any proposed guarantor with the U.S. Small Business Administration and/or TD Equipment Finance ("TDEF") in order to allow Lender and TDEF to suggest a variety of credit products, and (x) the applicant has received a copy of the Customer Disclosure Page.

Business Name: _____ Authorized Signor Name: _____

Date: _____ Authorized Signature: _____
Physical signature in ink is required by TD Bank

Only complete if Total Business Exposure is Greater than \$150,000

Addendum: Business Debt Schedule - Include all business loans.

| Refinance with TD? | Creditor | Loan Type | Opening Date | Current Balance | Monthly Payment | Rate % | Maturity Date | Collateral |
|--------------------|----------|-----------|--------------|-----------------|-----------------|--------|---------------|------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

The below section is for internal TD use only.

Officer Name: _____ Officer #: _____ Store Name: _____ Store RC: _____ Officer Phone #: _____

Applicant headquarters within 100 miles of a TD Bank Store location? Yes No Sourced by: Store SB Specialist RM/RMLM Healthcare Specialist Digital

Customer Disclosure Page

Below are the disclosures that have been provided to you in a format in which you can retain for your records.

Right to a Copy of Appraisal

If we are securing your loan with real estate, we may order an appraisal to determine the property's value and charge you for this appraisal. In the event the property is a 1 to 4 family residential property, we will promptly give you a copy of any such appraisal, even if your loan does not close.

Representations, Acknowledgments and Agreements

The applicant has certified that: (i) the applicant intends to apply for credit for the purpose indicated in the application, (ii) all information provided in the Application, Addendum and in any attachment and supporting documentation is true, accurate and complete, and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (iii) the applicant's intent is to apply for business purpose credit and such credit will not be used for personal, family, or household purposes, (iv) submission of this application does not create a commitment to lend, (v) the applicant and any guarantor may be required to submit additional information to process this application.

Lender is hereby authorized and requested to share the information provided in the application, together with the results of the investigation of the credit and financial condition of the applicant and any proposed guarantor with the U.S. Small Business Administration and/or TD Equipment Finance Inc. ("TDEF") in order to allow Lender and TDEF to suggest a variety of credit products.

If you provide a cell phone number to us on the TD Bank Small Business Loan Application, you consent to and agree to accept calls to your cell phone from us and our agents including calls that may be automatically dialed and/or may consist of pre-recorded messages

Fair Credit Reporting Act and other Credit Reporting

The Bank will rely on the following representations and agreements of the business and any guarantors: (i) the business and any prospective guarantors have authorized the Bank and any of its agents, and the Bank and such agents are otherwise permitted under applicable law to obtain and use any information (including, but not limited to, consumer credit reports, any investigative consumer reports, and business credit reports) and/or to make employment or other inquiries deemed appropriate by the Bank in connection with any request for credit and in connection with any account update, renewal, extension or review, it being understood that an electronic image of this statement will also serve as authorization. (ii) the Bank may report information about any account to consumer reporting agencies, business credit reporting agencies, and others who may properly receive that information; (iii) late payments, missed payments, or other defaults on any account may be reflected in the undersigned's consumer and business credit reports (iv) the business (if an individual) and any guarantor (if an individual) has a right to ask if a consumer credit report was requested and if a report was requested, and if such individual asks, will be informed of the name and address of the consumer reporting agency that furnished such individual consumer credit report And (v) using business credit reports and furnishing to business credit bureaus is not subject to the Fair Credit Reporting Act ("FCRA"). It is at the Bank's sole discretion to provide similar access or information to business credit reports that is provided for individual consumer credit reports subject to the FCRA.

Patriot Act Authorization

Lender complies with section 326 of the USA Patriot Act. Lender may also ask to see your driver's license or any other photo identifying documentation. This law mandates that Lender verify certain information about you, including your name, legal address, date of birth, and Social Security or tax identification number, while processing your account application.

TD Small Business Loan Application Owner Guarantor Personal Financial Statement



Owner/Guarantor Information is required for all loan requests.
Please provide information for anyone owning 10% or more of the business.

| | | | | | | | | |
|--------------------------------------|---|--|--|------------------------------------|-----------------------------------|--|---|--|
| Business Name: | | Owner Name: | | | | | | |
| Social Security Number: | Date of Birth: | % Own: | Ownership Since (MM/YY): | | | | | |
| Phone #: | Email: (Optional) | | | | | | | |
| Officer Title: | <input type="radio"/> Sole Proprietor or Business Individual: Owner | <input type="radio"/> Partnership: Partner | <input type="radio"/> Partnership: Limited Partner | <input type="radio"/> LLC: Manager | <input type="radio"/> LLC: Member | <input type="radio"/> Corporation: President | <input type="radio"/> Corporation: Vice President | <input type="radio"/> Corporation: Secretary |
| Street Address: (no P.O. Boxes) | | City: | State: | Zip Code: | | | | |
| Date moved to this address? (MM/YY): | Own or Rent? | Monthly Housing Expense? (Principal, Interest, Taxes & Insurance or Rent): | Total Cash (Checking & Savings): | Current Bank: | | | | |
| *Total Annual Income \$: | Net Worth \$: | US Citizen? (Yes/No) | US Permanent Resident? (Yes/No/NA) | | | | | |

*Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Declarations: The following questions are required to process your Small Business Lending request
Please provide details on an additional page to any question(s) with a 'YES' response.

- Yes No **1.** Is the applicant party to any lawsuit or subject to outstanding judgments?
- Yes No **2.** Is the applicant party to taxes or credit obligations past due? Amount: \$ _____ Payable to: _____
- Yes No **3.** Has the applicant **ever** filed personal bankruptcy or served as an officer in a company that declared bankruptcy?
- Yes No **4.** Is the applicant a political party, a campaign, a candidate, a public official or foreign political official or an immediate family member of such an official, or a business entity formed by or for the benefit of any public official?
If yes, name, relationship and name of official: _____
- Yes No **5.** Is the applicant or any owner an employee of TD Bank, N.A. or one of its affiliates?
If yes, name, relationship and name of employee: _____
- Yes No **6.** Is the applicant engaged in Internet Gambling?
If yes, what type of Internet Gambling does the applicant participate in? _____

Representations, Acknowledgments and Agreements

The undersigned certifies, acknowledges and agrees that: (i) all information provided in this Statement, Addendum and in any attachment and supporting documentation is true, accurate and complete and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (ii) this statement is provided in connection with an application for business purpose credit and such credit will not be used for personal, family, or household purposes, (iii) submission of this this statement does not create a commitment to lend, (iv) the undersigned may be required to submit additional information to process the application, (v) the Lender and any of its agents are hereby authorized to obtain and use any information (including consumer credit reports and any investigative consumer reports on the undersigned) and and/or to make employment or other inquiries deemed appropriate by the Lender in connection with the application and in connection with any account update, renewal, extension or review, it being understood that an electronic image of this statement will also serve as authorization, (vi) the Lender may report information about any account to credit bureaus and others who may properly receive that information; late payments, missed payments, or other defaults on any account may be reflected in the undersigned's credit reports, (vii) the undersigned has a right to ask if a consumer credit report was requested, and if a report was requested, and if the undersigned asks, will be informed of the name and address of the consumer reporting agency that furnished such report and (viii) Lender is hereby authorized and requested to share the information provided on this statement, and the results of any investigation of the credit and financial condition of the undersigned with the U.S. Small Business Administration and/or TD Equipment Finance ("TDEF") in order to allow Lender and TDEF to suggest a variety of credit products.

Name of Primary Owner/
Guarantor (please print): _____

Authorized Signature: _____
Physical signature in ink is required by TD Bank

Date: _____

The below section is for internal TD use only.

| | | |
|---------------|------------|------------------|
| Officer Name: | Officer #: | Officer Phone #: |
|---------------|------------|------------------|

Only complete if Total Business Exposure is Greater than \$150,000
 Addendum: Schedules for Personal Financial Schedules

Summary of Personal Assets & Liabilities

| Assets (What you own) | | Liabilities (What you owe) | |
|-----------------------------|----|--|----|
| Cash | \$ | Accounts and Bills Due | \$ |
| Stocks & Bonds (Schedule A) | \$ | Mortgage & HELOC (Schedule C) | \$ |
| Retirement Accounts | \$ | Installment/Other Loans (Schedule D) | \$ |
| Real Estate (Schedule B) | \$ | Credit Cards/Revolving Loans Schedule E) | \$ |
| Automobiles | \$ | Other Liabilities | \$ |
| Other Assets | \$ | Total Liabilities | \$ |
| Estimated Value of Business | \$ | | |
| Total Assets | \$ | Net Worth (Total Assets minus Total Liabilities) | \$ |

Schedule A - Stocks & Bonds

| Number of Shares | Company | Market Value (\$) | Market Value as of Date | Jointly Owned? If yes, name? |
|------------------|---------|-------------------|-------------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |

Schedule B - Personal Real Estate

| Address (City, State, Zip) | Property Type | Market Value (\$) | Purchase Date | Title Owner |
|----------------------------|--|-------------------|---------------|-------------|
| | <input type="radio"/> Owner Occupied <input type="radio"/> Investment | | | |
| | <input type="radio"/> Owner Occupied <input type="radio"/> Investment | | | |
| | <input type="radio"/> Owner Occupied <input type="radio"/> Investment | | | |
| | <input type="radio"/> Owner Occupied <input type="radio"/> Investment | | | |

Schedule C - Real Estate Mortgage and Home Equity Loans (follow order of Schedule B)

| Lender | Original Balance (\$) | Current Balance (\$) | Monthly Payment (\$) | Rate (%) | Maturity Date |
|--------|-----------------------|----------------------|----------------------|----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

Schedule D - Credit Cards & Other Revolving Loans

| Lender | Original Balance (\$) | Current Balance (\$) | Monthly Payment (\$) | Rate (%) | Maturity Date |
|--------|-----------------------|----------------------|----------------------|----------|---------------|
| | | | | | |
| | | | | | |

Schedule E - Installment/Other Loans

| Lender | Original Balance (\$) | Current Balance (\$) | Monthly Payment (\$) | Rate (%) | Maturity Date |
|--------|-----------------------|----------------------|----------------------|----------|---------------|
| | | | | | |
| | | | | | |